

Emergency Leave Transfer Program (ELTP)

This program permits Federal employees to transfer their unused annual leave to employees of the same or other Executive agencies who are adversely affected by a disaster or emergency. The Office of Personnel Management (OPM) will notify agencies of the establishment of an ELTP for a specific disaster or emergency, as declared by the President.

Provided below is additional information about the ELTP's donor and recipient leave.

- The donor voluntarily submits a written request to his or her Component using the OPM Form 1638 "Request to Donate Annual Leave Under the Emergency Leave Transfer Program" to donate leave to the ELTP.
- The ELTP donor may not contribute less than 1 hour nor more than 104 hours of annual leave in a leave year. Note each Component may establish written criteria for waiving the 104-hour limitation for donating annual leave in a leave year. After the initial 1-hour donation, leave may be donated in 15-minute increments.
- A donor may not donate annual leave for transfer to a specific emergency leave recipient; rather it goes to the ELTP bank. Certain exceptions can be granted by the Components.
- The recipient must request and be approved as a participant of the ELTP. They must use OPM form 1637, "Application to Become a Leave Recipient Under the Emergency Leave Transfer Program." The recipient is not required to exhaust his or her accrued annual and sick leave before receiving donated leave under the ELTP. Annual and sick leave will accrue to the credit of the recipient at the same rate as if the recipient were in a paid leave status. The recipient may receive a maximum of 240 hours of donated annual leave at any one time from an ELTP for each disaster or emergency. Note the OPM has advised that a Component may increase the maximum to more than 240 hours for any one disaster or emergency based on a recipient's need.

- Annual leave transferred under this program may be substituted retroactively for any period of leave without pay used because of the adverse effects of the disaster or emergency, or used to liquidate an indebtedness incurred by the emergency leave recipient for advance annual or sick leave used due to the adverse effects of the disaster or emergency. Note that for the immediate emergency, affected employees typically will be granted excused absence. Also, Components may advance annual leave or sick leave, as appropriate, to approved emergency leave recipients. Affected employees may then substitute donated annual leave retroactively for advance annual or sick leave.
- The OPM Form 1639, "Transfer of Donated Annual Leave To/From the Emergency Leave Transfer Program" is used for the purpose of donating or receiving annual leave from other agencies. Note OPM will facilitate the transfer of donated leave from/to agencies.

Components will establish and maintain the ELTP. They determine whether, and how much, donated annual leave is needed by affected employees, approve leave donors and/or leave recipients, facilitate the distribution of donated annual leave and determine the period of time for which donated annual leave may be accepted for distribution to approved leave recipients. They will also determine a time period by which employees must apply to become an emergency leave recipient after the occurrence of a major disaster or emergency. Civilian payroll offices (PRO) must be informed of the last date for donated leave, since some forms may be erroneously submitted directly to the PRO.

Donors will submit an OPM Form 1638 through the applicable Component to its designated ELTP administrator, who in turn will submit it to the PRO for reduction of the donated annual leave amount. However, if the PRO has received forms directly from an employee, notify the appropriate ELTP administrator and fax a copy of the form to them. The PRO will use the donated leave screen to reduce the donors annual leave balance.

After the recipients are approved, the ELTP administrator will forward a memorandum to the applicable PRO that must include the recipient's name, social security number, number of emergency leave hours donated and the start and end date (if available) for the leave.

The PRO will input the emergency leave hours into a restored leave account for the recipient. The PRO will use either the LP-restored #3, LQ-restored #2, or LR-restored account #1. The field used for the donated leave is dependent on whether the recipient already has a restored leave account. If the termination date for the emergency leave is unknown or other than the end of a leave year, it will be treated as an unlimited annual leave carryover and the expiration date will be shown as "999999." Any balance remaining at the end of the termination date will be deleted by the PRO and reported by memorandum to the ELTP administrator for redistribution. If the termination date corresponds to a leave year-end date, the expiration date will be the end of that leave year. Leave year-end processing will forfeit any remaining balance and amounts forfeited will be reported to the ELTP administrator for appropriate action.

The PRO will notify the CSR and/or the timekeeper of the proper restored leave accounts to record time and attendance. If the emergency leave hours are for a prior pay period, the PRO must notify the CSR and/or the timekeeper to submit a corrected time and attendance record. The PRO can use the Component's memorandum to notify the CSR and/or timekeeper since it will contain all the pertinent information including the start date.

The emergency leave in a recipients restored leave account may not be included in a lump-sum payment, made available for recredit when reemployed with a break in service by a Federal agency, used to establish initial eligibility for immediate retirement or acquired eligibility to continue health benefits. However, if an employee transfers to another agency without a break in service, the leave maybe transferred.

The disaster or emergency ends when the OPM or Component determines it is terminated or the recipient's Federal service terminates. The emergency also terminates at the end of the biweekly pay period when: (1) the recipient or his or her personal representative notifies the Component that the recipient is no longer affected by the disaster or emergency; (2) when the Component determines that the emergency leave recipient is no longer affected by such disaster or emergency; (3) or when the

recipient's Component receives notice that OPM has approved an application for disability retirement.

The ELTP administrator will determine the amount of remaining annual leave to be restored to each emergency leave donor who, on the date leave restoration is made, is employed by a Federal agency. The ELTP administrator will prepare a memorandum that includes the donor's name, social security number, amount of annual leave that is being returned and which annual leave account is to be credited. The emergency leave donor can elect to have his or her donated annual leave restored in the current leave year account or effective as of the first day of the following leave year. Any leave donated for a specific ELTP can not be transferred to another ELTP.